## Media Equipment Guide

### COMPUTER & PROJECTOR

1. **Turn on computer**
2. **Use control panel on desk to turn on projector** (Allow 30-60 sec. to warm up)
3. **Use "COMP" button on control panel to select "Computer 1" input on projector**
4. **Pull Down the projector screen**
5. **Type CTRL, ALT and DEL to login to the computer:**
   - For normal access (does not require password):
     - **Username:** ron137ts
     - **Password:**
     - **Log on to:** RON137-TS (this computer)
   - For access to your network drives use the following:
     - **Username:** "your username"
     - **Password:** "your password"
     - **Log on to:** APU

### LAPTOP & PROJECTOR

1. **Use control panel on desk to turn on projector** (Allow 30-60 sec. to warm up)
2. **Connect projector cable to laptop** (Located on the desk)
3. **Turn on laptop**
4. **Pull down screen to desired length**
5. **Use "COMP" button on control panel to select "Computer 2" input on projector**
6. **If picture does not appear on projector and laptop screen follow step 7**
7. **On your Laptop Press Fn & the F-Key (F1-F12) with a monitor symbol on it simultaneously**
   - Allow several seconds for synchronization
   - Repeat step 7 until image appears on both screens

**Note:** There is no hardwired internet access in this room. There is wireless connectivity only.

### DVD/VHS PLAYER OPERATION

1. **Use control panel on desk to turn on projector** (Allow 30-60 sec to warm up)
2. **Turn on the DVD/VHS player** (Located below the desk)
3. **Pull down screen to desired length**
4. **Select "VIDEO" button on control panel**
5. **Play DVD or VHS video** (Use remote control or buttons on player)
6. **To adjust volume, use the control panel and the DVD player remote control**

### AUDIO CD PLAYER OPERATION

1. **Use control panel on desk to turn on projector**
   (Projector must be on for volume in speakers to work)
2. **Turn on DVD/VHS player** (located below the desk)
3. **Insert Audio CD into the DVD slot of the DVD/VHS player**
4. **Select "VIDEO" on control panel**
5. **Play Audio CD** (Use remote control or buttons on player)
6. **To adjust volume, use the control panel and the DVD player remote control**

If you experience any problems or need assistance please call x5050